

**DHMH – MARYLAND BOARD OF SOCIAL WORK EXAMINERS**  
**4201 Patterson Avenue, Baltimore, MD 21215-2299**  
**Phone Numbers: 410-764-4788 or Toll Free 1-877-526-2541**  
[www.dhmh.md.gov/bswe/](http://www.dhmh.md.gov/bswe/)

**YOUR LICENSE WILL EXPIRE ON OCTOBER 31, 2011. PRACTICING SOCIAL WORK WITHOUT AN ACTIVE LICENSE IS A VIOLATION OF THE LAW AND COULD RESULT IN THE SUSPENSION OF LICENSE PRIVILEGE AND/OR PROSECUTION.**

**GENERAL INFORMATION**

It is recommended that a licensee **renew as soon as possible.**

Renewal applications must be **post marked, on or before October 31, 2011,** along with the continuing education credit report form and a check or money order for the renewal fee and payable to the Maryland Board of Social Work Examiners.

**BEGINNING THIS YEAR, THERE IS NO LATE RENEWAL PERIOD.**

**A non-renewed license expires on October 31, 2011 and you cannot practice social work, in Maryland, until the license is reinstated.** Reinstatement includes submitting the following: reinstatement application; reinstatement processing fee \$180 LSWA, \$265.00 LGSW, \$325.00 for LCSW & LCSW-C; continuing education report form; and copies of all the documentation of the required continuing education credit hours obtain in the preceding two years.

The Board receives notification from the Comptroller's Office if a licensee **owes state taxes.** The Board can only issue a license after the Comptroller's Office indicates that the licensee has paid the taxes or has made arrangements to pay the taxes.

On or before October 31, 2011, licensees, who will not be practicing social work after November 1, 2011 may submit an application and fee for **Inactive status.** Information regarding Inactive status and the application can be found on the Board's website <http://www.dhmh.md.gov/bswe/>

**RENEWAL INSTRUCTIONS**

**License Number:**

Enter license number. The number is printed in the left bottom box of the license or is always available on the Board's website under the "Verification" section.

**Licensure Level:**

Check the appropriate licensure level.

**Fees:**

Please make your check or money order payable to the Maryland Board of Social Work Examiners. **Include the license number on your check or money order.** This will expedite the processing of the renewal.

## DHMH – MARYLAND BOARD OF SOCIAL WORK EXAMINERS

### **Fees Continued:**

LSWA \$80.00      LGSW \$193.00      LCSW \$253.00      LCSW-C\$253.00

The Maryland Legislature created the Maryland Health Care Commission (MHCC) to develop and implement health care reform in Maryland. Health Occupations Article §1-209, requires that boards which renew certain licenses collect the MHCC fee as part of licensing fees. MHCC has determined the assessment of \$28.00 per renewal cycle and is included in the above fees.

### **PERSONAL INFORMATION SECTION**

#### **Name:**

The Board must be notified in writing of a licensee's **name change**. Please provide a copy of legal documentation of the change in name with the renewal application.

Please print name; address; city; state; zip code; and be sure to include your email address.

#### **Date of Birth and Social Security Number:**

Your date of birth and social security number are required and will be used for identification purposes only. Also provide race, sex, home, work and cell phone numbers.

### **WORKER'S COMPENSATION SECTION**

Only complete this section if you employ one or more persons in Maryland. Please provide the name of the insurance company, the policy number and expiration date for the Worker's Compensation insurer. For information call 410-864-5100 or use the web site, [www.wcc.state.md.us](http://www.wcc.state.md.us).

### **LICENSING & EMPLOYMENT SECTION**

#### **Licensing:**

List all States where you hold a Social Work license by using the State's abbreviation

#### **Employment Information:**

These codes are used for all health care licensing Boards. Please select the status and employment type which, in your opinion, best reflects your employment.

### **QUESTIONS SECTION**

#### **Questions #1 to #6:**

Only mark yes if the matter occurred within the **last two years**.

Please provide a written explanation to **all** questions marked with a **yes**.

## DHMH – MARYLAND BOARD OF SOCIAL WORK EXAMINERS

### **Questions #1 to #6 continued:**

If **questions #4 & #5** are marked yes, the licensee must **mail** (do not fax) to the Director:

- ▶ the renewal application
- ▶ renewal fee
- ▶ continuing education report form
- ▶ a written narrative explaining the charges
- ▶ certified copies of the police/court records and the final disposition.

A Board review is required before the license can be issued and therefore **all items should be mailed as soon as possible.**

### **Signature and Date:**

**Please be sure to sign and date the application.**

Incomplete renewal forms will be returned and will cause a delay in the renewal of the license.

## **CONTINUING EDUCATION SECTION**

(Pages 3 of 4 and 4 of 4)

### **Continuing Education Credit Report Form**

All licensees must complete a continuing education credit report form and submit it with their renewal application. The Board conducts a random audit of the renewal applications. If audited, the Board will contact you and request that you submit the documentation of the continuing education credits obtained. All continuing education documentation must be kept for one (1) year. The Board may audit your continuing education records any time between November 2011 and October 2012.

List all continuing education programs, in chronological order, which satisfy the 40 (30 for LSWA) credit hour requirement.

List the program which satisfies the Ethics requirement in the section at the bottom of page three.

## **GENERAL INFORMATION - CONTINUING EDUCATION**

All 40 (30 for LSWA) continuing education credit hours must be obtained in order to renew the license OR you must be registered for continuing education programs which will be held on or before October 31, 2011.

**Ethics Requirement:** Of the 40 (30 for LSWA) required credit hours, a licensee must obtain 3 credit hours in Category I in a content area focusing on ethics which is consistent with generally accepted professional standards. An online Ethics program will NOT meet the requirement.

## DHMH – MARYLAND BOARD OF SOCIAL WORK EXAMINERS

**Online Programs:** a maximum of 20 credit hours can be earned in Category II from online/internet programs which are considered home study activities.

**What are the continuing education requirements?** The current continuing education requirement is 40 (30 for LSWA) continuing education units in programs and categories approved by the Board for each two-year period of licensure. Licensees must obtain at least 20 of the 40 credits (15 of the 30 for LSWA) in Category I. All 40 (30 for LSWA) credit hours may be earned in Category I programs given by Board Authorized Sponsors: see Maryland Board of Social Work (<http://www.dhmh.md.gov/bswe/>) , Association of Social Work Boards ([www.aswb.org](http://www.aswb.org)) and the National Association of Social Workers ([www.socialworkers.org](http://www.socialworkers.org)) for a list of approved sponsors or courses.

**What if you do not have the 40 continuing education credit hours?** Please be reminded that a social worker has until October 31, 2011 to obtain the required credit hours. The Board cannot issue a license unless the social worker can attest to the fact that she/he has the required credit hours.

**IF** a licensee attempted to meet the CEU requirements but failed due to a functional impairment; prolonged illness; mandatory military service or deployment; prolonged absence from the United States; financial hardship, the licensee may submit a written request, with supporting documentation for an extension. **Requests for extension must be received no later than August 31<sup>st</sup>.** The Board will review each request and if authorized, a six month conditional license will be issued which will expire on April 30, 2012. Licensees will have six months to meet their CEU requirements.

**Without exception, failure to meet the CEU requirements or to submit a written request for an extension by August 31<sup>st</sup> will mean that the Board cannot renew the license.**

### **NEED ASSISTANCE?**

**Check the Board's web site** <http://www.dhmh.md.gov/bswe/> or call the appropriate staff person Monday –Friday 8 am to 5 pm or send an email message anytime.

#### **Continuing Education Regulations & Extensions – Compliance Officer**

Deborah Evans, 410-764-5962  
[evansda@dhmh.state.md.us](mailto:evansda@dhmh.state.md.us)

#### **Inactive Status and Questions #1 to #6 – Director**

Gloria Jean Hammel, LCSW-C, 410-764-3539  
[hammelg@dhmh.state.md.us](mailto:hammelg@dhmh.state.md.us)

#### **License Issuance – Licensing Coordinators**

Last Name	A to K -	Beverly Lewis, 410-764-4662 <a href="mailto:lewisbj@dhmh.state.md.us">lewisbj@dhmh.state.md.us</a>
	L to Z -	Louise Bohle, 410-764-4721 <a href="mailto:bohlel@dhmh.state.md.us">bohlel@dhmh.state.md.us</a>